



CHICAGO COOK
WORKFORCE PARTNERSHIP

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March 2, 2021

Basic Skills & Objective Assessment Summary (OAS) Refresher Webinar

Technical Check

Good Afternoon,

Please confirm that you can hear and see the screen by introducing yourself in the chat box.

Your lines are muted. Please enter questions in the chat box and we will answer.

Today's Presenters

Awilda Gonzalez

Program Coordinator, Region 3

&

Kristi Chevali

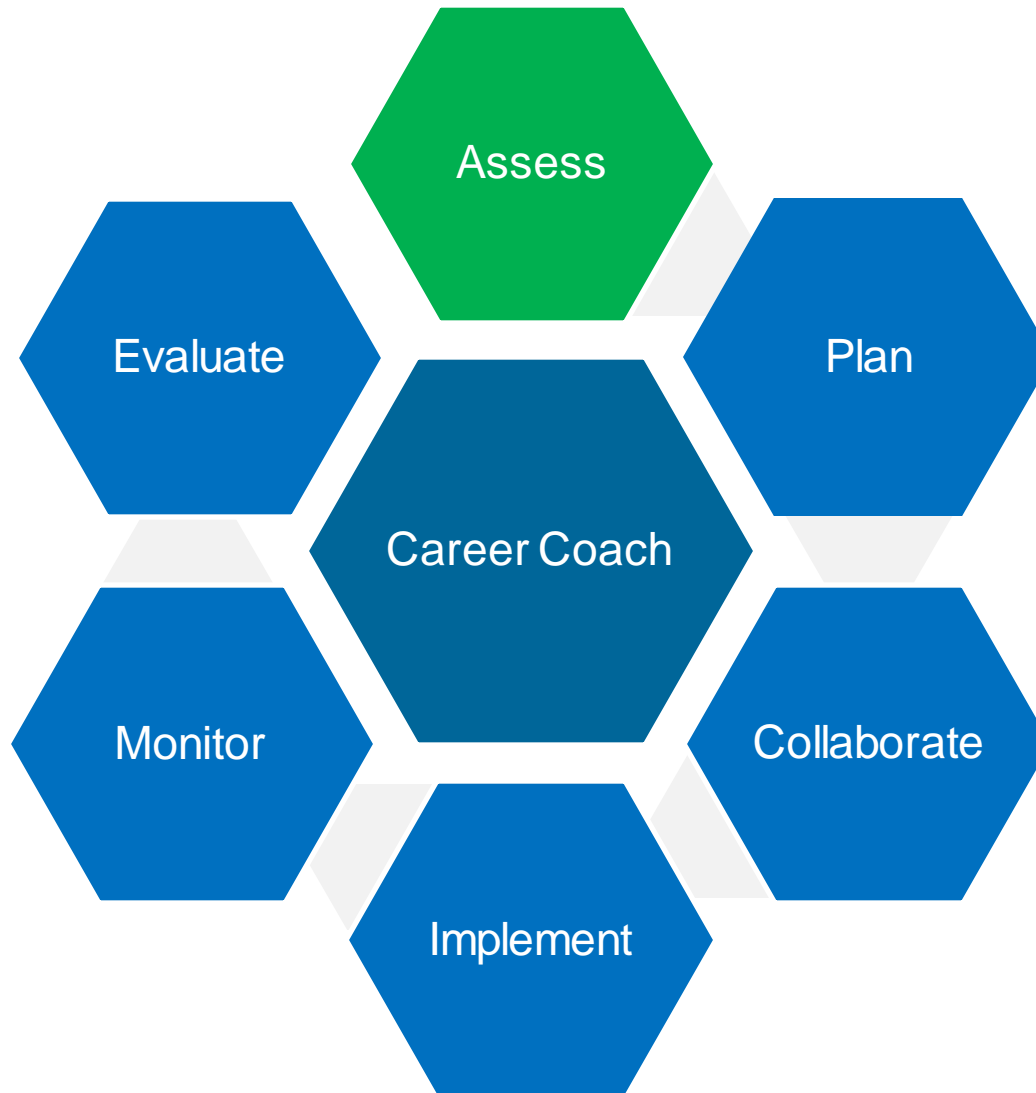
Program Coordinator, Region 4

For more information about The Partnership, visit www.chicookworks.org
call 312.603.0200, follow us on social media @ChiCookWorks, or Subscribe
to In the Works, The Partnership's monthly eNewsletter.

Agenda

- Welcome: 1st day of class
- Quick Re-Cap from last session
- Review Basic Skills Procedure
 - BSD Tool
 - **NEW!** BSD Case Note Template
- Review Objective Assessment Summary
 - **NEW!** OAS Service
 - Asking open ended questions
- Q & A

Re-Cap: Continuum of Career Coaching



Re-Cap: Continuum of Career Coaching

- Overview of Career Coaching
 - Eligibility comes first
 - The Help Desk has resources for eligibility
 - DECO Eligibility webinar recordings
 - Eligibility Policy Letters (State and Local)
 - Eligibility Checklists
 - Remote Eligibility Documents
 - Income Calculation section
 - WIOA Application ➡ includes Basic Skills Tool
 - TABE/CASAS Goals test
 - Objective Assessment Summary (OAS) and/or Career Exploration
 - Development of the IEP/ISS

- Everything covered today will be posted to the Help Desk!!

Basic Skills: Reminders



- **Basic Skills Assessment Procedure:**
<https://workforceboard.zendesk.com/hc/en-us/articles/360050548732-Basic-Skills-Assessment-Procedure-October-14-2020>
- If your agency is using the CASAS test **it must be the CASAS Reading Goals and CASAS Math Goals.**
- It is no longer necessary put in "fake" tests for participants with an Associate's Degree or higher at enrollment. They can use the "College Graduate" option on the State Specific tab.
- For all tests entered, the GLE **must** be entered even though it is not marked with a red (*) on the screen. BSD does not transfer to IWDS correctly without the GLE.

Basic Skills Tool: Reminders

- The tool is required, regardless of the availability of TABE, CASAS Goals, or ELL test scores.
- Remember, the Basic Skills Screening Tool is **required for WIOA applicants**, unless they meet one of the exceptions listed below.
- **Only Exceptions:**
 - ✓ Has an Associate Degree or higher at WIOA enrollment
 - ✓ Has taken a Post-Secondary Entrance/Placement Exam
 - ✓ Has a disability that prevents them from completing the form

NEW! Basic Skills Case Note Template



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- We created a NEW Basic Skills Case Note Template. It will help you describe all necessary communications are documented in your Case Note. *This will be available for you to use April 1, 2021.*
- The Case Note is called “BSD Assessed with Screening Tool” and will include the following in the Case Note description:
 - ✓ the date of the screening,
 - ✓ whether or not the client was determined basic skills deficient, and
 - ✓ if the client is basic skills deficient, **the IEP/ISS must include how the individual’s deficiency will be addressed.**

Career Connect Demo





- Career Coaches and Participants can make decisions that will ensure the participant is suitable for the program and that all barriers to employment and training have been identified.
- Helps the Career Coach and the participant develop a solid and accurate Individual Employment Plan (IEP) or Individual Service Strategy (ISS).
- We need to create better IEPs and ISSs to minimize audit findings and more importantly to deliver better service!

Purpose: “Getting to know you, who are you?”



- Opportunity to get to know the participant for appropriate services and guidance.
- You will have to ask the participant some of these questions directly and others will be answered from paperwork, observation and interactions.
- You collect this information in some fashion now. The OAS allows you to **document** this information in Career Connect.
- This will help to drive the participant’s IEP/ISS Plan
- The Objective Assessment Summary and Career Exploration should be completed before IEP/ISS is created.

NEW! OAS Service Code

- **Service code for the OAS, 207 Comprehensive and Specialized Assessments (Tests)-Same Day Service:**
This service is provided to make determinations of participants' skill levels and service needs. It is used to record diagnostic tests and comprehensive and/or specialized assessments of participants barriers to employment, occupational goal(s), along with the occupational knowledge, skills, and abilities associated with that goal, and service needs. This service may include interpreting the results of assessment tools as well as in depth interviewing and evaluation to identify employment barriers and appropriate employment goals. Other assessments may include: a) Prevailing local labor market conditions, including the unemployment rate, local employer skill demands and hiring prerequisites; and b) Transferable skills that the job seeker may possess that would be of interest to other local employers.
- This only applies to Adult and Dislocated Workers right now.
- The service must be entered before creating the actual OAS
- The date of the service and the date of the OAS must match
- Will be effective April 1, 2021

Career Connect Demo

[Case Summary](#)

[Programs](#)

Plan

[Assessments](#)

Objective Assessment Summary

There are No Objective Assessment Summaries

[Create Objective Assessment Summary](#)



1. Assessment Case Note should be a brief summary of the assessment and needs to include the following:

- ✓ Work history, current interests, work schedule preferences and wage expectations
- ✓ Resume and Interviewing skills.
- ✓ Basic skills deficient & other assessment tools
- ✓ Family situation
- ✓ Address barriers

2. Career Exploration *Coming Soon...*

3. Create IEP/ISS *Coming Soon...*

Things to keep in mind

- New features available on April 1st
 - BSD Case Note Template
 - OAS Service Code 207 – Comprehensive and Specialized Assessments (Tests)- Same Day Service: This only applies to Adult and Dislocated Workers right now.
- **This procedure has been effective since July 1, 2020.** All participants registered in PY 2020 will need to have an OAS completed.



Help Desk Resources

- Recording of this webinar will be posted on the Help Desk shortly.
- The original OAS Procedure will be updated and will be posted to Help Desk shortly. This LINK also includes the original Webinar recording.
<https://workforceboard.zendesk.com/hc/en-us/articles/360045946171-Objective-Assessment-Summary-OAS-Procedure>

Questions and Answers



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Up Next....

- Career Exploration Training on March 4, 2021
- IEP / ISS Training on March 9, 2021
- Case Note Guide Training on March 11, 2021



Please Note: All Webinars are from 2:00 to 3:30 pm



Registration links are available on
the Helpdesk: <https://workforceboard.zendesk.com/hc/en-us/articles/360056398132-WIOA-Case-Management-Training-Series-Registrations>

